

BRUHATH BANGALORE MAHANAGARA PALIKE

Office of the Asst. Revenue Officer

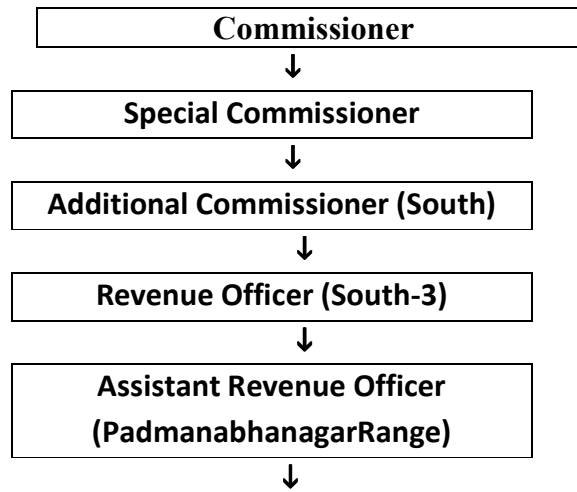
(Padmanabhanagar Range)

Year-2010-11

I. FUNCTIONS & DUTIES OF ASSISTANT REVENUE OFFICER:

(a) Name of the Office : O/o Assistant Revenue Officer,
Ground Floor, BMP Building,
Chennammanakere Achukatu,
Opp. S.S.M. School,
Thyagarajanagara
Bangalore - 560028.
☎ Telephone : 22975717

(b) Plan:



Manager	FDC	SDC.	Typist	Assessor	R.I.	T.I.	Daftharband	Driver	Class IV
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Section 4(1)(b)(i)- Organisational structure, aims and functions

Sl. no	Name of the Organisation	Address	Aims	Functions
1	Asst. Revenue Officer Padmanabhanagar Sub division	Ground Floor, BMP Building, Chennammanakere Achukatu, Opp. S.S.M. School, Thyagarajanagara Bangalore - 560028.	Supervision of Tax Collection & to approve the Transfer of Khata, MTR upto 2000 sq.ft. Khata Amalgamation, Khata Registration, Khata Bifurcation as per KMC Act, Election work, Census work, as & to follow the instructions of the higher officers	Ward :161-Hosakerehalli, 181-Kumaraswamy Layout, 182-Padmanabhanagar, 183-Chikkalla sandra & works like collection of Tax & to approve the Transfer of Khata, MTR upto 2000sq ft, Katha Amalgamation, Khata registration, Khata Bifurcation as per KMC Act, Election Work, Census work, as and to follow the instructions of the higher officers.

Section 4(1)(b)(ii)- Powers and duties of officers and employees

Sl. no	Designation of the official/ employee	Duties allotted	Powers
1	Asst. Revenue Officer Padmanabhanagar Sub division	The work of Tax Collections, Katha transfer has to be supervised and the files pertaining to Registration of Khatha, the applications pertaining to Khatha Registration/Bifurcation/ Clubbing has to be Scrutinized and be approved. Assistant Revenue Officer has to attend to the Appeals against the said tax fixations received over & above these measurements the Khatha files will be submitted for approval of The Revenue Officer (South-3), The Additional Commissioner (South). Election Work, Census work, as and to follow the instructions of the higher officers.	As per the designated powers

Sl. no	Designation of the official/ employee	Duties allotted	Powers
2	Manager	Attends to work of the office and memos, all files pertaining to Khatha Transfer/Registration/Bifurcation/ Clubbing has to be signed and submitted to The Asst. Revenue Officer. Election Work, Census work, as and to follow the instructions of the higher officers.	
3	F.D.C	Attends to work of the Maintenance, Daily Collection Book, Collects 2% Stamp Duty Charges, attends the revenue files concerned with Katha Registration/Transfer/Bifurcation /Clubbing & Tax fixation.	
4	S.D.C	Attends the revenue files concerned with Katha Registration/Transfer/ Bifurcation/Clubbing & Tax fixation. Issuing notices for the approved files, taking entry of the same in the Assessment Book and dispatching the same. issuing of Katha Certificate and Katha Extract to the Property owners and dispatching other applications. Maintenance of the Revenue files pertaining to their circle & Ward.	
5	Typist	Typing Work	
6	Revenue Inspector	Inspects the spot, attends the Revenue files concerned with Katha Registration/Transfer/Bifurcation/Clubbing & also does the election work & Collection of Tax pertaining to their circle.	
7	Tax Inspector	Works along with the Revenue Inspector, Collects the Property tax and remit the same to the bank & also does the election work pertaining to their circle.	
8	Dafterband	This officials are utilized as Record Keeper.	
9	Driver	Driver in Office Use.	
10	Class IV	Class IV utilized for distribution of Tapal and any other work entrusted by the officer.	

Section 4(1)(b)(iii)- Procedure followed in decision-making process

Activity	Description	Decision-making process/time limit for taking decision/ channels of supervision and accountability	Designation of final decision authority
To work as a ARO	Mainly Collection of Taxes	To approve KTR, MTR, Clubbing of Katha, Amalgamation of Katha files, RTI files, election work, census work,	DC (South)

Section 4(1)(b)(iv)- Norms set for the discharge of functions

Sl. no	Function/service	Norms/standards of performance set	Time-frame	Reference document prescribing the norms (citizens charter, service charter, etc)
1	Mainly Collection of Taxes	As per KMC rules and the instructions given by DC	As per the instructions given by the higher authority	Citizen charter available
2	Enquiry pertains to appeal cases and objection rised by the public	As per KMC act		

Section 4(1)(b)(v)- Rules, regulations, instructions, manuals and records held/used

Sl.no	List of Acts, rules, regulations, instructions, manuals	Gist of Act, rules, etc
1	The Karnataka municipal Corporation act 1976, KMC Manual Right to information act KCSR	

Section 4(1)(b)(vi) - Categories of documents held

Sl.no	Category of the document	Title of the document	Custodian of the document
1	A	Stock Register	Concerned Case worker
2	B	Attendance Register	
3	D	Late Attendance Register	
4	C	Cash Book/Cheque Register	
5	D	PR Register/Tappal Book	
6	D	RIA-2005 Application Receipt Register	
7	A	Assessment Register	
8	C	Acquittance Register	
9	B	Audit Followup Register	
10	A	LPC Book	
11	A	Service Register	
12	C	Appeal Register	

Section 4(1)(b)(vii)- Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation there of

Sl.no	Function /service	Arrangement for consultation with, or representation of public in relation with policy formulation	Arrangement for consultation with, or representation of public in relation with policy implementation
AS Per the Higher Officer Order			

Section 4(1)(b)(viii)- Boards, councils, committees and other bodies constituted as part of the public authority

Name of board, council, committee etc	Composition	Powers and functions	Whether its meetings are open to the public /whether minutes of meetings accessible for public
Not Applicable			

Section 4(1)(b)(ix)& Section 4(1)(b) (x)- Directory of officers/ employees and their monthly remuneration

Sl. no	Name of the officers/employee	Designation	Office address/ contact number/ e-mail ID	Salary	Basic Pay
1	Sri M.Basavaraju	Asst, Revenue Officer, (Padmanabhanagar)	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717 aropadmanabhanagar@gmail.com	22840-00	12000+540
2	Sri H.V.Srinivasamurthy	Manager	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	OOD	-
3	Smt. B.P.Veena	FDA	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	14850-00	8000-00
4	Sri.G.S.Sathya	SDA	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	14488-00	7800-00
5	Sri. R.C.Venkataswamy	SDA	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11301-00	6125-00
6	Smt.V.G.Shamanthakamani	Typist	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	14940-00	8000-00
7	Sri R.Venkatesh	Revenue Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	19284-00	10250-00

8	Sri B.R.Sripad	Revenue Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	22250-00	12000-00
9	Sri K.S.Srivatsa	Revenue Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	OOD	-
10	Sri S.Shivaprakash	Revenue Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	6647-00	3000-00
11	Sri B.Rudresh	Revenue Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	13600-00	7275-00
12	Sri D.Marigowda	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11700-00	21656-00
13	Sri K.R.Raghavendra	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	12081-00	6500-00
14	Sri D.Siddanayak	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11550-00	6000-00

15	Sri S.G.Suresh	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	12897-00	6950-00
16	Sri M.Ramakrishna	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11401-00	6125-00
17	Sri K.Venkatesh	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11401-00	6125-00
18	Smt Shilpa	Tax Inspector	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11175-00	6000-00
19	Sri N Rajanna	Driver	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	15609-00	6125-00
20	Sri Shankar.M.	Daftarband	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	10700-00	5800-00

21	Sri K.C.Shivanna	Group D	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	12649-00	6500-00
22	Sri K.Venkatesh	Group D	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	11401-00	6125-00
23	Sri K.R.Venkatesh	Group D	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	-	-

Section 4(1)(b)(xi)-Budget allocated to each agency including plans, etc

Agency	Plan/Programme/scheme/project/ activity/purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website, reports, notice board)
Budget estimate with regard to salary and other allowances of employees will be prepared in the office and sent to the central office for scrutiny and finalization. With regard to the expenditure preparation of estimate for Telephone and stationary and others will be prepared in the office and sent to the concerned departments for sanction.				

Section 4(1)(b)(xii)-Manner of execution of subsidy programmes

- a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes

Sl.no	Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
Not Applicable				

- b. Describe the manner of execution of the subsidy programme

Sl.no	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
Not Applicable				

Section 4(1)(b)(xiii)- particulars of recipients of concessions, permits or authorisations granted by the public authority

Sl.no	Name and address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
As per the commissioner orders certain concessions are given to some educational institutions. With regard to Tax.				

Section 4(1)(b)(xiv)- information available in electronic forms

Sl.no	Electronic data	Description (site address/location where available etc	Contents or title	Designation and address of the custodian of information (held by whom)
The sanctioned files relating to KTR, MTR, amalgamation and the details of collections of Taxes and the details Dishonored cheques will be entered in the Computers.				

Section 4(1)(b)(xv)- particulars of facilities available to citizens for obtaining information

Facility	Description (location of facility/name etc)	Details of information available
1	Ground Floor, BMP Building, Chennamma kere Achukatu, Opp. S.S.M. School, Thyagaraja nagara, Bangalore - 560028. Ph:22975717	There is a public notice board in the office to give necessary information to the public

Section 4(1)(b)(xvi)- Names, designations and other particulars of public information officers

a. Public information officer(PIO)

Sl.no	Name of the office /administrative unit	Name & designation of PIO	Office tel.no Residence tel.no Fax	E-mail
1	ARO (Padmanabhanagar)	M.Basavaraju	080-22975717	aropadmanabhanagar@gmail.com

b. Asst. public information officer

Sl.no	Name of the office /administrative unit	Name & designation of APIO	Office tel.no residence tel.no Fax	E-mail
1	ARO (Padmanabhanagar)	H.V.Srinivasamurthy	080-22975717	aropadmanabhanagar@gmail.com

C. Appellate authority

Sl.no	Name of the office /administrative unit	Name & designation of appellate authority	Office tel.no residence tel.no Fax	E-mail
1	RO (SOUTH-3)	A. AVINASH BABU	080-22975717	aropadmanabhanagar@gmail.com

Section 4(1)(b)(xvii) - Any other useful information/ information frequently asked by the public

Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

Asst. Revenue Officer,
Padmanabhanagar sub division.